

AFM Hiring Strategy

AFM will incorporate recruitment activities that will allow us to recruit and retain a diverse workforce for our positions, including hiring minorities, veterans and persons with disabilities: Demo and Merit Promotion announcements will not be pursued until direct hiring from available sources for veterans or persons with disabilities has been explored.

1. Determine if position should be located at the George Washington Carver Center (GWCC), Beltsville, Maryland.

Considerations for stationing at Beltsville, Maryland, duty station:

- a. Duties are primarily related to: policy, system management, program support, Departmental coordination, or external Agency reporting.
 - b. The duties identified in “a” above require a duty station in Beltsville and stationing outside of Beltsville would cause hardship on the operation of the program.
 - c. Position must frequently interact physically with other Beltsville-located staffs, the Department, or other Agencies in the National Capital Area.
 - d. Operational staff aligned to the Divisions where it is more effective and efficient to remain in the Functional Division rather than the BSC and hands on technical supervisory infrastructure is required but does not exist in the field.
2. New staff, when hired, are to be stationed to the greatest extent possible at low-cost, easily accessible sites with a management structure in place to support that staff. When reviewing existing Area Administrative Office sites, it has been determined that the following will be AFM’s “hiring hubs”:
 - Stoneville, Mississippi
 - College Station, Texas
 - Peoria, Illinois

If position is determined to not require a Beltsville, Maryland duty station, recruit as follows:

- a. DEMO: Issue a nation-wide announcement identifying that more than 1 duty station may be available: College Station, Texas; Stoneville, Mississippi; and Peoria, Illinois.
- b. MERIT PROMOTION: Issue a nation-wide announcement identifying the same as for DEMO but with a statement that ARS employees already stationed at an existing ARS Area Office site or GWCC, if selected, will be allowed to retain that duty site.

Relocation costs will not be authorized except under extremely rare instances. These instances will be discussed and approved in advance by the Associate Deputy Administrator, AFM.

Actual duty station identified will be based on where the best candidate is located rather than whether the position works for “Eastern” or “Western” BSC. The vacancy announcements will be handled by the requesting BSC HR team regardless of where the duty station may finally reside.

In order to support hiring of minority SCEP students, veterans or persons with disabilities, any of the existing 8 Area Administrative Office locations or Beltsville, Maryland, will be considered as a duty station.